

04-0514

(Do Not Write Above This Line)

A COMMUNICATION
BY MAYOR SHIRLEY FRANKLIN

A COMMUNICATION APPOINTING
MICHAEL E. ROMESBURG TO THE
ATLANTA WORKFORCE
DEVELOPMENT BOARD FOR A TERM
OF TWO (2) YEARS. EFFECTIVE
UPON COUNCIL CONFIRMATION.

Filed by foll
Council w/o
objection
3/15/04

- ☐ CONSENT REFER
- ☐ REGULAR REPORT REFER
- ☐ ADVERTISE & REFER
- ☐ 1st ADOPT 2nd READ & REFER
- ☐ PERSONAL PAPER REFER

Date Referred

Referred To:

Date Referred

Referred To:

Date Referred

Referred To:

First Reading

Committee _____
Date _____
Chair _____
Referred To _____

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)
Other

Members

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)
Other

Members

Refer To

Refer To

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)
Other

Members

Committee

Date

Chair

Action

Fav, Adv, Hold (see rev. side)
Other

Members

Refer To

Refer To

FINAL COUNCIL ACTION

☐ 2nd

☐ 1st & 2nd
Readings

☐ 3rd

☐ Consent

☐ V Vote

☐ RC Vote

CERTIFIED

MAYOR'S ACTION



CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30335-0300
TEL (404) 330-6100

04-C-0514

March 2, 2004

President Cathy Woolard and
Members of Atlanta City Council
City Hall, Suite 2900 South
68 Mitchell St., S.W.
Atlanta, Georgia 30303

RE: Appointment to Workforce Development Board (AWDB)

Dear President Woolard and Members of the Council:

It is a pleasure for me to appoint Michael E. Romesburg to serve as a member of the Atlanta Workforce Development Board for the City of Atlanta. This appointment is for a **term of two (2) years**.

I am confident that Michael E. Romesburg will serve the Atlanta Workforce Development Board with integrity and dedication.

Sincerely,



Shirley Franklin

MICHAEL E. ROMESBURG

3000 Dominion Walk Lane
Snellville, GA 30078

phone: (770) 985-6735
email: ROMESBURG4@aol.com

WORK EXPERIENCE

CVS Pharmacy: Manager of Workforce Development January 2004 – Present

- Manage the development of government programs within assigned geographic area. Provide presentations at district, regional, and area meetings to market government programs.
- Represent the CVS/pharmacy when visiting and negotiating with various agencies. Conduct internal review to identify possible opportunities;
- Validate the effectiveness of government programs and provide feedback to supervising manager;
- Conduct interviews with government agency candidates. Refer applicants to specific job openings for further interviews. Coordinate and administer appropriate job fairs, as required;
- Ensure programs are in compliance with government requirements and organizational needs to include input for expense reports, cash grant dollars, pay roll savings hours, in kind contributions, and tax credit dollars tracking;

CVS Pharmacy: Regional Learning Center Manager November 2001- January 2004

Responsible for the Store Manager Development Training Program, Assistant Store Manager Development Training Program, Direct Store Delivery Expert Training Program and coordinating the potential hiring of employees through government Work agencies in four regions

Core Responsibilities Include:

- Coordinating training classes for Store Managers and Assistant Store Managers.
- Coordinating certification sessions for Store Managers and Assistant Store Managers in the AMD Phase I and II training skills.
- Presented Expert Training Meetings with the Field Marketing Manager in Direct Store Delivery Best Practices and utilizing the DSD Resource Binder as an operational tool.

CVS Pharmacy: Training Store Manager

September 1999- November 2001

Responsible for Assistant Manager training and development in the Assistant Manager Development Phase I and II Training programs for Districts 25-05 and 25-08.

Core Responsibilities Include:

- Provided one-on-one training to recently hired Assistant Managers.
- Developed training material for AMD Phase II Training Seminars.
- Conducted AMD Phase II Training Seminars at the Regional Learning Center.

- Managed the operations, merchandising, loss prevention, inventory and human resources for a CVS store location.
- Assisted District Manager in training other Managers in the District in credit recovery, inventory preparations and merchandising.
- Assisted District Manager in recruiting management personnel.
- Customer Service Team Leader for the District.

CVS Pharmacy: District Sales Manager

May 1998 – September 1999

Managed the operations, merchandising, loss prevention, human resources and Inventory in a District with fifteen stores for both front store and pharmacy.

Core Responsibilities Included:

- Roll out of all Region initiatives including Customer Service Programs, training programs, sales building, asset management and expense control.
- Recruiting and hiring of all Front Store Management personnel, Pharmacists and Pharmacy Interns.
- Developed Store Managers and Pharmacists to maintain stability in the District and reduce turnover.
- Coordinated the transition of new store openings, closings and store relocations.

CVS Pharmacy: Training Store Manager
CVS Pharmacy: Store Manager

May 1994 – May 1998
April 1989 – May 1994

Managed the operations, merchandising, loss prevention, human resources and inventory in several CVS store locations.

CVS Pharmacy: Assistant Store Manager

June 1988 – April 1989

Ford Motor Credit Company: Customer Account Representative

November 1987- June 1988

Responsibilities included servicing and answering customer's questions, closing lease Terminations upon their maturity date and collecting on delinquent lease accounts.

Omni Video, Inc.: District Manager

June 1982- November 1987

Responsible for the operations, merchandising and purchasing for five retail stores Locations.

Personal:

Job dedication, leader, self-motivated, people oriented, enthusiastic, strong communicator.

Education:

Elon College	
Elon College, NC	
Bachelor of Arts Degree	1983

References:

Available upon request